



P U B L I C   S E R V I C E S

**Student Financial Assistance  
Security Policy  
Administration and Execution  
Engagement Kickoff Meeting**

Prepared for SFA, Office of Chief Information Officer  
January 7, 2002

## **Primary activities:**

- GISRA Corrective Action Plan
- Certification & Accreditation Support
- System Security Officer Training
- Review of SFA Security Program

## **Supporting activities:**

- Incident Response Plan Review and Support
- Risk Assessment Guidance
- Contract Security Materials
- Security Awareness Day

# Deliverables Schedule

Title	Draft Due	Final Due	Recipients
Weekly Progress Meetings	N/A	Weekly	SFA CSO, other SFA Staff
Security & Privacy Results Reports	As required	As required	SFA CSO, other SFA Staff
Bimonthly Security and Privacy Program Support Report	Two Months after Task Award	14 Days After Draft Deliverable	SFA CSO, SFA COR and other designated SFA Staff
Meeting Reports	N/A	5 Days After Event Completion	SFA CSO, SFA COR and other designated SFA Staff

**Management and prioritization of activities will be conducted during weekly status meetings, similar to last year's engagement:**

- **Provide latest information on team's activities**
- **Discuss requested assistance beyond that described in the Statement of Work**
- **Prioritize activities for the following week**

# Estimated Project Timeline

## Activities / Sub-Tasks:

- GISRA Corrective Action Plan
- Certification & Accreditation Support
- SSO Training
- Review of SFA Security Program

